



Chief, Classification & Wage Division

Chief, General Services Office

Request for T/O Changes

1. It is requested that the following changes be effected in the T/O of the Records Management and Distribution Branch, Records Services Division, General Services Office:

a. Records Management Section

Add: Two GS-306-11, Records Analyst
(i.a. Position No. L318)
One GS-306-9, Records Analyst
(i.a. Position No. L163)

b. Records Center Section
Records Center Unit

Delete: Position No. L168.01, GS-306-5, Records Analyst
Position No. L168.02, GS-306-5, Records Analyst

c. Mail Control Section
Mail Unit

Delete: Position No. L174, GS-305-6, Mail Clerk

2. These changes are requested due to the need for additional Records Analysts above the GS-5 level and to replace an incumbency allocation position formerly established in the Mail Control Section, which has now been vacated.

3. Anticipating the need for additional records analysts and due to the difficulty in locating individuals possessing these qualifications, we requested that security clearances be processed on several applicants referred to us in order that they would be available to call in when the need arose. We have now received information that full clearance can be completed very shortly on one of the analysts who possesses qualifications we have an urgent need for at this time.

4. It would be appreciated if the above changes could be effected as soon as possible in order that we will have a T/O position available when security clearance is received.

GSO/MEW:lw

cc: chrono

T/O file

Chf. R.S. Div.

Sec. Serv. pers. file

CONFIDENTIAL

0201000

25X1